DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No. C-796

	RECORDS RETENTION AND DISPOSAL	SCHEDULE	rage 1 of 1
Agency	HOWARD COUNTY GOVERNMENT	Division/Unit POI	LICE DEPARTMENT
Item No.	Description		Retention
	All electronic media records will be created an system that is in compliance with Comar 14.18 records will transferred to MSA on CD stored retrieval software embedded on the CD.	8.04. Permanent	·
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	- -	Schedule Authorized by DEC 3 1999 Date Signature	State Archivist

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

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Item No.	Description		Retention
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Division Date	e Approved by Department, Agency, or Representative.	Date DEC 3 19	ed by State Archivist
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-796

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Division/Unit POLICE DEPARTMENT HOWARD COUNTY GOVERNMENT Agency Retention Item Description No. All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD. RECEIVED SFP 1999 MARYLAND STATE ARCHIVES Schedule Authorized by State Archivist Schedule Approved by Department, Agency, or Division Representative, DEC 3 Date_ Date Signature Shoul C. Paperfor for Signature \(\) Typed Name Phyllis L. Pritchett

Title

Records Management Officer

DEPARTMENT OF GENERAL SERVICES Schedule No. RECORDS MANAGEMENT DIVISION C-796 RECORDS RETENTION AND DISPOSAL SCHEDULE Page 1 of 6 HOWARD COUNTY GOVERNMENT Police Department Division/Unit Agency Description Item No. ALL RECORD ITEMS WITH A PERMANENT RETENTION PERIOD WILL BE FORWARDED TO MSA. NOTE: All recommended retention periods for police records date from the creation of record material unless otherwise indicated. If the record is subject to audit and resolved audit questions remain at the expiration of the retention period, the records should be retained until all such questions have been resolved. Schedule Approved by Department, Agency, or Division Schedule Authorized by State Archivist Representative DEC 3 1999 Date: \ Date_ Signature: Signature Shoul C. Superfine for Typed Name: Major Mark Paterni Title:

DGS 550-1 (Rev. 01/93)

1 a) Paper files on ARREST/CRIMINAL HISTORY FILES (ADULT) individuals arrested for Informational file on each adult arrested by county police. In addition to misdemeanors - maintain a summary card or sheet, may also contain arrest reports, copies of offense reports, fingerprint cards, rap sheets, correspondence, court at HCPD, until transferred orders, copies of booking sheet or commitment cards, and other to CD as soon as possible. information pertinent to the arrest, incarceration, and disposition of each Destroy paper copy after the successful transfer to adult arrested. CD has been verified and retain on CD 80 years after last contact with the department, then destroy. b) Paper files on individuals arrested for felonies - maintain at HCPD until transferred to CD as soon as possible. Destroy paper copy after the successful transfer to CD has been verified and retain on CD 80 years after last contact with the department then destroy. 2 ARREST/CRIMINAL HISTORY FILES (JUVENILE) - Same as Maintain at HCPD, until ARREST/CRIMINAL HISTORY FILES (Item #1), except with reference to juvenile offenders. as possible. Destroy paper copy after the

transferred to CD as soon as possible. Destroy paper copy after the successful transfer to CD has been verified. Maintain on CD until court ordered expunction or if no adult records, 40th birthday of the individual. If Adult record, hold until adult record is authorized for destruction.

3	ARREST PHOTOGRAPH (MUGSHOT) - An arrest photograph is taken during the booking process and depicts a unique arrest number and date.	Maintain at HCPD until photo CD transfer is available. Destroy paper copy after the successful transfer to CD. CD may be destroyed 80 years after date of arrest.
4	OFFENSE REPORTS - Police officers write offense reports to document crimes and the results of their investigations. There are numerous forms used, depending on the type of investigation being conducted. SUCH AS: incident reports, continuation reports, supplemental reports, property reports, audio tapes-transcribed on paper, polygraph test results, photographs, towed vehicle reports, video tapes, institutional receipts, NCIC/MILES teletypes and messages.	Transfer paper copies to CD as soon as possible. Destroy paper copy after the successful transfer to CD has been verified. Transfer original handwritten or signed statements to CD and retain paper copies at HCPD for 50 years, then destroy. Reports 20 years or older may be transferred to CD, retain for 80 years and destroy.
5	INCIDENT REPORTS - Reports concerning incidents or complaints which, on investigation, were of a noncriminal nature.	Destroy paper copy after the successful transfer to CD has been verified. Maintain CD for 80 years, then destroy.
6	FIELD INTERROGATION CARDS/REPORTS Reports or cards on persons or vehicles stopped and interrogated by officers in the field because of suspicious behavior.	Destroy paper copy after the successful transfer to CD has been verified. Retain on CD for 5 years, then destroy.
7	ACCIDENT/COLLISION RECORDS - MAARS form and reports supporting documentation concerning traffic accident investigated, including accident reports, supplemental accident reports, photographs, correspondence, and related information, that are not made part of a subsequent OFFENSE RECORDS (Item #4).	Destroy paper copy after the successful transfer to CD has been verified. Maintain on CD for 10 years, then destroy.

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8	MOTOR VEHICULAR CITATIONS - State Citations that are issued by Police Officers for violations of the law or needed repairs.	Destroy paper copy after the successful transfer to CD has been verified. Retain on CD for 10 years, then destroy.
9	CRIMINAL HISTORY DISSEMINATION RECORDS - Records that document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems.	Destroy paper copy after the successful transfer to CD has been verified. Retain CD for 25 years, then destroy.
10	INQUIRY RECORDS - Logs or similar hard copy records which detail inquiries entered into CICS, NCIC, or other law enforcement information networks; or requests made to other agencies involving missing persons, stolen vehicles and other property, etc.	As long as administratively valuable. Review annually for need for further retention, then destroy.
11	TELETYPE FILES - Teletype messages from other agencies or information networked that are not placed in case, criminal analysis, or other scheduled department files.	Destroy immediately after use.
12	<u>CRIME ANALYSIS FILES</u> - Records created to anticipate, prevent, or monitor possible criminal activity, including crime patterns, crime analysis, and modus operandi reports; information on potential problems; forecasts; movement of known offenders; alerts from other agencies, etc.	As long as administratively valuable. Review annually for need for further retention, then destroy.
13	MONTHLY PRODUCTIVITY SHEETS - Reports or logs summarizing monthly the duty assignments, shift worked and general activity data and strength reports.	Destroy paper copy after CD transfer has been verified. Retain CD for 5 years, then destroy.
14	INTELLIGENCE RECORDS - Records containing anonymous tips, unconfirmed information, possible relationships between persons and events and observations made during investigations.	As long as administratively valuable Review annually for need for further retention, then destroy.

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15	INTERNAL AFFAIRS CASE FILES - Records relating to internal affairs, investigations of alleged officer/civilian misconduct, including all records relating to the initiation, investigation, and disposition of each case.	Destroy paper copy of CLOSED CASES after successful transfer to CONFIDENTIAL CD has been verified. Destroy CD after 3 years. Retain SUSTAINED CASES on CD permanently, unless expunged under LEOBR. Copy to be sent periodically to MSA.
16	TRAINING RECORDS (CLASS) - Records and reports relating to group training classes, including group evaluation reports, drill reports, rosters, grade sheets, schedules, and course outlines. (NOTE: Do not confuse with TRAINING RECORDS (INDIVIDUAL).	5 years, then transfer to CD, retain on CD for 50 years, then destroy.
17	GENERAL AND OPERATIONAL ORDERS Official orders, policy statements, and directives governing the organization and operation of the department or the procedures and standards of behavior of officers and department employees.	Destroy paper copy after the successful transfer to CD has been verified. Maintain permanently on CD. Copy to be sent periodically to MSA.
18	STATISTICAL REPORT FILES - Quarterly, Semi-Annual, or Monthly statistical reports and summaries of crime incidents, accidents, or other law enforcement related activities.	Destroy paper copy after the successful transfer to CD has been verified. Maintain permanently on CD. Copy to be sent periodically to MSA.
19	<u>UNIFORM CRIME REPORTS</u> - Statistical reports as required monthly by FBI, detailing various crimes.	Destroy paper copy after the successful transfer to CD has been verified. Maintain permanently on CD. Copy to be sent periodically to MSA.
20	IMPOUNDED VEHICLE RECORDS - Records relating to the impoundment or motor vehicles or abandonment of motor vehicles as reported by garage keepers, including impoundment reports, tow-in keepers, and copies of notifications of impoundment and abandonment sent to owners and lienholder.	Retain for 3 years, then destroy.

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21	PROPERTY RECORDS - Reports, cards, logs, or similar records that document evidential, stolen, or recovered property held by department, including records relating to the release of returned or reclaimed property.	After final disposition, destroy paper copy after the successful transfer to CD has been verified. Maintain on CD for 50 years, then destroy.
22	PROPERTY SALE RECORDS - Lists, notices, letters of inquiry, property tags, receipts, and similar records concerning the sale or auction of unclaimed or impounded property.	Destroy paper copy AFTER SALE and after the successful transfer to CD has been verified. Maintain on CD for 50 years, then destroy.
23	PAWN SHOP TICKETS - Duplicates of pawn shop tickets prepared by pawn shop personnel	As long as administratively valuable. Review annually for need for further retention.
24	WRECKER PERMITS - Copies of permits, inspection reports, evaluation reports and similar records pertaining to wrecker services regulated by or contracted for or by a municipality.	As long as administratively valuable. Review annually for need for further retention.
25	WRECKER SERVICE RECORDS - Logbooks or similar records which document the dispatch and/or towing of vehicles by wrecker services as the result of accident or impoundment.	1 year, then destroy.
26	FINGERPRINT CARDS - Cards made each time a person is arrested and charged.	Retain Permanently at HCPD.
27	AUTOMATED ENFORCEMENT PHOTOGRAPHS - Photographs taken of vehicles taken during moving traffic violation.	180 days and 2 weeks from date taken, then as long as administratively valuable.
28	AUTOMATED ENFORCEMENT DATA (WITH PHOTOS) - On-line information, pay information, and other related documents.	12 months, then transfer to County Records Center for three years, then destroy.

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29	PERSONNEL FILES - The Personnel Department maintains files on members of the Police Department in a secured area containing addresses and emergency phone numbers, transcripts, letters or recommendation, performance evaluations, training, annual and sick leave, salary information and confidential background information.	Transfer to CD and maintain for 50 years, then destroy.

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uctions - Type or Print a separate form for each or revised record series, forward with Record ntion Schedule (DGS 550-1)		RECORD'S I	T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275	AGENCY RECORDS INVENTORY
			P. MARÝLANO 20794	PAGE 1 OF 7
opartmont/Agency.		2. Division		3. Unit
POLICE DEPARTMENT		BUDGET		•
INITION - RECORD	SERIES - A group of relate	d records normally filed an	d used as a unit for reference	as well as retention and disposition purposes.
'ecord Series Title				5. Earliost Year/Latest Year
			to	
lecord Series Descri	ption (Briefly describe the ty	oes of informationn/docume	ents/forms found in the series	Include the purpose or function of the series.
STA	ATISTICAL REPORTS			
Record Series Forma	u(s)	8. Record Series S	Sequence	9. Volume
디 Letter Size	☐ Microfilm	☐ Alphabetic	al ·	☐ File Drawer(s) ☐ Microfilm Reel(s)
\ D Legal Size	☐ Computer Tape	☐ Numerical		U Computer Tape(s) Number □ Other (specify)
☐ Bound Book	☐ Floppy Disk	☐ Chronologi	ical	
J Audio Tape	□ Video Tape	☐ Geographi		10. Annual Accumulation
☐ Other (specify)		☐ Other (spe		☐ File Drawer(s) ☐ Microfilm Reel(s)
				Number
				CUBIC FEET
File is Used	C Wooldy	☐ Monthly	12. File Becomes Inactive	
C Daily	C Weekly	a Monthly	Number	□ Month(s) □ Year(s)
. Current Location(s)	(Bldg., Floor, Room)		14. Is Record Series Dup	icated Elegathers?
. Current Location(s)	(blog., ricor, ricorry		(If yes, specify agence	y or office)
			O Yes O	140
. Access Restrictions		·	16. Audit Requirements	
(If Yes, cite Law(s) & Hogulavon(s)		☐ None ☐ St	ate 🗆 Federal 🔘 Independent
<u> </u>			10.0	**
. Is an Index System Used? (If yes, explain briefly and describe any hadware/software			18. Recommended Reten	tion ·
□ Yes □ No			~-	
Name and Title of	Preparer	20 Telephono Number		21 Date
		·		

S 550-4 (Rov. 1793) gure 1

tructions - Type or Print a separate form for each w or revised record series, forward with Record tention Schedule (DGS 550-1)	RECORDS I	OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE _2 OF _7_
Jopartmont/Agency.	2. Division		3. Unit
POLICE DEPARTMENT	CHIEF'S O	FFICE	
FINITION - RECORD SERIES - A group of related	records normally filed an	d used as a unit for reference	e as well as retention and disposition purposes.
Record Series Title			5. Earliost Year/Latest Year to
Record Series Description (Briefly describe the type	of informationn/docume	ents/forms found in the series	. Include the purpose or function of the series.
STATISTICAL REPORTS			
			•
. Record Series Format(s)	8. Record Series S	Sequence	9. Volume G File Drawer(s)
Letter Size	☐ Alphabetic	al	☐ Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical		Number
☐ Bound Book ☐ Floppy Disk	☐ Chronolog	ical	
] Audio Tape 🔲 Video Tape	☐ Geographi	cal	10. Annual Accumulation ☐ File Drawer(s)
□ Other (specify)	☐ Other (spe	cify)	. ☐ Microfilm Reel(s) ☐ 10 ☐ Computer Tape(s)
			Number Other (specify)
		1	CUBIC FEET
1. File is Used ☐ Daily ☐ Weeldy	Monthly	12. File Becomes Inactive	a After Month(s) Year(s)
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Dup (If yes, specify agen □ Yes □	cy or office)
5. Access Restrictions		16. Audit Requirements	
(II Yes, cite Law(s) & Regulation(s)	•	□ None □ S	tate D Federal D Independent
7. Is an Index System Used? (If yes, explain briefly any hadware/software	and describe	18. Recommended Reter	ntion
□ Yes □ No		~	
Name and Title of Preparer	20. Telephone Number		21. Date

GS 550-4 (Rov. 1793) Figure 1

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ructions - Type or Print a separate form for each ror revised record series, forward with Record ention Schedule (DGS 550-1)	RECORDS 1	T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 P. MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE _ 3 OF _ 7_
JepartmenVAgency.	2. Division		3. Unit
POLICE DEPARTMENT	PERSONN	IEL .	
FINITION - RECORD SERIES - A group of related rec	ords normally filed ar	nd used as a unit for reference as	well as retention and disposition purposes.
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Record Series Description (Briefly describe the types of	f informationn/docume	ents/forms found in the series. In	dude the purpose or function of the series.
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X	☐ Alphabetic ☐ Numerical		Computer Tape(s) Number
☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk		<u>.</u>	runnoer to Other (specify)
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7. Is an Index System Used? (If yes, explain briefly an any hadware/software	d describe	18. Recommended Retention	
☐ Yes ☐ No			
Name and Title of Preparer 20	Telephone Number	21.	Date
550-4 (Rov. 1/93)			

tructions - Type or Print a separate form for each v or revised record series, forward with Record tention Schedule (DGS 550-1)	RECORDS 1	T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 P. MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 4 OF 7
Jepartment/Agency.	2. Division		3. Unit
POLICE DEPARTMENT	PROPERTY R	2OOM	
FINITION - RECORD SERIES - A group of relate	d records normally filed an	nd used as a unit for reference	as well as retention and disposition purposes.
Record Series Title			5. Earliost Year/Latest Year
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DOLACOVDRG.			
POLYGRAPHS			
David Griss Sansatta	S Saved Sained	Sa-140-44	9. Volume
Record Series Format(s)	8. Record Series S	•	☐ File Drawer(s)
☐ Letter Size ☐ Microfilm	☐ Alphabetic	al	☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical		Number Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronologi	ical	
) Audio Tape D Video Tape	☐ Geographi	cal	10. Annual Accumulation
Q Other (specify)	☐ Other (spe	ocify)	☐ Microfilm Reel(s) _4 ☐ Computer Tape(s)
			Number (specify)
COMPUTER PRINTOUT		TI	CUBIC FEET
1. File is Used ☐ Daily ☐ Weeldy	☐ Monthly	12. File Becomes Inactive	After □ Month(s) □ Year(s)
2 00.,	,	Number	
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Dupl (If yes, specify agenc	icated Elsewhere? y or office) No
5. Access Restrictions Yes No)	16. Audit Requirements	
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7. Is an Index System Used? (If yes, explain briefly and describe any hadware/software		18. Recommended Retent	ion
☐ Yes ☐ No			
		1	
Name and Title of Preparer	20 Telephone Number	<u></u>	21. Date
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35 550-4 (Rev 1793) Igure 1

nuctions - Type or Print a separate form for each ror revised record series, forward with Record ention Schedule (DGS 550-1)		DEPARTMENT	OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
		RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794			
				PAGE _5 OF _7	
Jopartmont/Agency.		2. Division		3. Unit	
POLICE DEPA	ARTMENT		RECORDS SE	CTION	
FINITION - RECORD	SERIES - A group of relate	od reco	rds normally filed an	d used as a unit for reference	as well as retention and disposition purposes.
Record Series Title					5. Earliost Year/Latest Year
					to
Record Series Descri	ption (Briefly describe the ty	pes of	informationn/docume	nts/forms found in the series	Include the purpose or function of the series.
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CITATIONS,	REPORTS				
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3 Audio Tape	□ Video Tape		☐ Geographic	al	☐ File Drawer(s) . ☐ Microfilm Reel(s)
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					Number (specify) Cubic Feet
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7. Is an Index System Used? (If yes, explain briefly and describe			describe	18. Recommended Reten	tion
any hadware/software					
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Name and Title of I	Preparer	20.	Telephone Number		21. Date
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35 550-4-(Rov. 1793) igure 1

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ructions - Type or Print a separate form for early or revised record series, forward with Record antion Schodule (DGS 550-1)	ch RECORDS	T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275	PAGE 6 OF 7
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Jopartmont/Agency.	}	(IXTTA CINATA	
POLICE DEPARTMENT	RECK	UITMENT	_1
FINITION - RECORD SERIES - A group of re	lated records normally filed ar	nd used as a unit for reference	as well as retention and disposition purposes.
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Record Series Format(s) 8. Record Series Se		Sequence	9. Volume
	☐ Alphabetic	al	☐ File Drawer(s) ☐ Microfilm Reel(s)
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☐ Bound Book ☐ Floppy Disk	☐ Chronolog	ical	
] Audio Tape ☐ Video Tape	☐ Geographi	ical	10, Annual Accumulation File Drawer(s)
Other (specify)	Other (spe	ocify) 	8
1. File is Used	☐ Monthly	12. File Becomes Inactive	After ☐ Month(s) ☐ Year(s)
3. Current Location(s) (Bldg., Floor, Room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes □ No	
5. Access Restrictions ☐ Yes ☐ (If Yes, cite Law(s) & Regulation(s)	No .	16. Audit Requirements	ute □ Federal □ Independent
7. Is an Index System Used? (If yes, explain briefly and describe any hadware/software		18. Recommended Retent	ion
Name and Title of Preparer	20. Telephone Number		21. Date

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SS 550-4 (Rev. 1793) igure 1

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<u>tructions</u> - Type or Print a separate form for each wor revised record series, forward with Record	RECORDS	T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD	AGENCY RECORDS INVENTORY	
tention Schodule (DGS 550-1)		P.O. BOX 275 P. MARÝLAND 20794	PAGE 7 OF 7	
Jopartmont/Agency	2. Division		3. Unit	
POLICE DEPARTMENT	RESEARCH &	PLANNING		
EFINITION - RECORD SERIES - A group of related	d records normally filed an	d used as a unit for reference	o as well as retention and disposition purposes.	
Record Series Title			5. Earliost Year/Latest Year	
Record Series Description (Briefly describe the typ	es of informationn/docume	ents/forms found in the series	s. Include the purpose or function of the series.	
STATISTICAL INFORMATION	N, RESEARCH FILE	CS		
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Letter Size	☐ Alphabetic	al	☐ Microfilm Reel(s) ☐ Computer Tape(s)	
☐ Legal Size ☐ Computer Tape	☐ Numerical		Number	
☐ Bound Book ☐ Floppy Disk	☐ Chronologi	ical		
] Audio Tape ☐ Video Tape	☐ Geographic	cal	10. Annual Accumulation ☐ File Drawer(s)	
☐ Other (specify)	☐ Other (spe	city)	Microfilm Reel(s) 8	
**************************************			Number XI Other (specify) CUBIC FEET	
11. File is Used		12. File Becomes Inactiv		
☐ Daily ☐ Weekly	☐ Monthly	Number	☐ Month(s) ☐ Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)		
·		O Yes C) No	
15. Access Restrictions		16. Audit Requirements		
(If Yes, cite Law(s) & Regulation(s)		□ Nono □ S	tate 🛭 Federal 🔲 Independent	
17. Is an Index System Used? (If yes, explain briefly and describe		18. Recommended Rete	ntion	
any hadware/soltware		·		
O Yes O No				
		<u> </u>		
Name and Title of Preparer	20. Telephone Number	İ	21. Oate	

7GS 550-4 (Rev. 1793) Figure 1

Budget 1 box per year

Captain McMahon <u>0</u>

Chief's Office 10 boxes per year (files)

Computers Operations 1 box per year

Community Services <u>0</u>

Crime Analysis <u>0</u>

Education & Training <u>0</u>

Forensic $\underline{0}$

Internal Affairs <u>0</u>

Personnel 8 boxes per year (sick leave, overtime, transfers)

Polygraphs 4 boxes per year (computer output information)

Property Room <u>0</u>

Records <u>3 boxes per year</u> (citations)

Recruitment 8 boxes per year (cadets, laterals, pssts, recruit information)

Red light $\underline{0}$

Reserarch & Planning $\underline{0}$

Youth Services $\underline{0}$